

Job Description and Person Specification



Employability Coach (includes work experience) Creative Industries

Salary:	£20,611 - £22,312pa inclusive
Hours:	36 hours per week for 40 weeks per year
Leave:	This post is term time only, all leave should be taken when the college is not in session.
Reports to:	Curriculum and Quality team Manager of relevant area
Location:	This post will initially be based at the Main Campus, Isleworth

The purpose of the post: to develop and deliver the college-wide programme developing the employability skills and other soft skills. This includes the delivery of proactive and inspiring skill sessions, work related activities and engagement with employers that help students prepare for work experience and reflect meaningfully on their skills, experiences and future choices.

To source, manage and implement work experience and work placements for students to gain practical skills in safe, relevant and realistic work settings and enable them to prepare for life after college and entry into the workforce

Duties and responsibilities are to:

1. Create and deliver relevant, informed employability resources, skill sessions work related activities and engagement with employers to engage and support students prepare for a work experience/placement
2. Establish and develop strong links with local businesses and national employers to provide appropriate and meaningful work related learning activities
3. Use appropriate methods to; identify students starting points, develop action plans to map, review and record progress
4. Work collaboratively with curriculum areas to create and deliver work related activities such as employer led presentations, real business projects and mock interviews sessions, trips, visits, mentoring and voluntary work designed to develop employment skills
5. To work collaboratively with vocational teams to ensure seamless embedding of these skills and relevance to the vocational subject matter and high levels of engagement from students
6. Provide advice to students, individually or in groups to support with finding meaningful work experience/placements
7. Keep up to date with current national and local labour markets to ensure information is shared with relevant departments and take personal responsibility for retaining and developing competence
8. Liaise with appropriate student support services within the College, e.g. counsellors, Learning Support, Student Learning Advisers, Career Advisers etc. and relevant external agencies

Work experience

9. Work with the Head of Careers and Work Placements and curriculum management to ensure that work experience/placement targets are achieved
10. Establish and develop strong links with local businesses and national employers to provide appropriate and meaningful work placements and work related learning activities
11. Utilise College tracking systems and procedures in a timely manner with accurate information to monitor, track and record workplace assessments, attendance and progress of students in placements and ensure students complete relevant feedback/surveys to demonstrate impact
12. Liaise and visit employers in the workplace to ensure all placements are suitable and meet the required standards in line with health and safety, safeguarding and other external guidance e.g. DBS, CSCS cards etc. prior to student undertaking work experience
13. Ensure students are matched and placed in appropriate and approved work placements relevant to their course, skills and experience
14. Be responsible for ensuring effective, appropriate and timely communication with students, curriculum and employers and the first point of call for resolving any immediate issues
15. To monitor students in placement on an ongoing basis and deal with issues arising from students and placement supervisors
16. Monitor and record completed placement hours, attendance levels, evaluations from placements and gather feedback to provide accurate and timely updates against targets

General

1. Efficiently co-ordinate appointments and business needs, working flexibly (weekends and evenings) when required and undertake additional duties at enrolment times as required
2. Take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work
3. Promote and support equality of opportunity in all aspects of the post, and undertake training where necessary, in accordance with the agreed equal opportunities policy
4. Participate in relevant promotional and marketing events, promoting a positive image of the College in all contact with students, employers and professional bodies
5. Adhere and comply with the college financial regulations
6. Contribute to a mutually supportive approach to the achievements of the mission and strategic objectives of the college
7. Carry out any other reasonably comparable duties that may be required from time to time including additional duties at enrolment times as required

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess a level 3 qualification or higher in Information Advice and Guidance or in a relevant subject.
The College will also consider substantive relevant experience in a similar role
2. A minimum of 4 GCSE including maths and English at grade C/4 or above (or equivalent)
3. Experience of delivering creative and engaging activities to support student engagement within an FE environment
4. Experience of developing or implementing work experience and employability skills in an organisation and understanding of external guidance and requirements for work experience/placements
5. Knowledge of the current job market and the issues around gaining paid employment.
6. Knowledge of the needs of young people 16-18 years of age relating to work experience, delivering tutorials, employability and finding and keeping paid employment.
7. Strong administration, planning and organisational skills and the ability to prioritise a varied workload to ensure that deadlines are met and outputs are of the highest standards
8. Excellent verbal and written communication skills and the ability to engage effectively and professionally with employers and other external stakeholders to build sustainable relationships
9. Good self-motivation, ability to work collaboratively and purposefully with others, use own initiative and work independently
10. High level of attention to detail, accuracy and responsibility for own work
11. Ability to motivate and inspire others; elicit cooperation and to be open and responsive to others
12. An ability to multi-task and work under pressure
13. IT literate with high-level word processing, database and spreadsheet skills with the ability and willingness to learn new IT skills
14. Be willing to undertake training and development as required within the role
15. An understanding of and commitment to Equal Opportunities, Safeguarding and Prevent and how it relates to the work of this post

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work and we champion equality because it is the right thing to do.

Closing date: 19th April 2021

Reference No: 3CIN002

Interview date: 6th May 2021

Conditions of Service

Contract:	Permanent Term time only
Salary:	£20,611 - £22,312pa inclusive Please note the salary range for this post is points 25-28 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 25.
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	This post is term time only, all leave should be taken when the college is not in session.
Hours:	36 hours per week for 40 weeks per year
Probation:	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.</p>
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.